



**United States Bankruptcy Court**  
**District of Delaware**  
824 Market Street  
Wilmington, DE 19801  
[www.deb.uscourts.gov](http://www.deb.uscourts.gov)

**Career Opportunity**  
Vacancy Announcement #10-04

**Position:** **Training Specialist** (Permanent/Full-Time)

**Starting Salary Range:** CL-27 (\$48,997 - \$79,615)\*

**Opening Date:** April 28, 2010

**Closing Date:** Open until filled. Preference given to applications received by May 11, 2010 (by 4:00 pm).

**Position Overview**

The United States Bankruptcy Court for the District of Delaware is seeking a full-time/permanent Training Specialist. The Training Specialist plans, develops, and implements a comprehensive training program responsive to needs of Court. The incumbent coordinates and/or delivers administrative, technical, and professional work related training. The incumbent supports the developmental needs of employees and the Court while ensuring compliance with the appropriate guidelines, policies, and internal controls.

**Representative Duties**

- Reviews, researches, develops, recommends, and administers training policies and budget for court personnel.
- Identifies court training needs on an ongoing basis through needs assessments, surveys, interviews, and meetings with court employees and managers. Assesses those needs (present and future) and recommends and develops educational goals and objectives for the organization and employees.
- Collaborates with managers regarding employee training and development. Encourages and assists employees in self-improvement/development planning. Provides managers with feedback regarding employee efforts and accomplishments.
- Designs and develops training programs responsive to the Court's needs, including but not limited to, new employee orientation, in-service workshops on technical and professional development topics, provides workshops on employee benefits, and management/leadership training. Serves as the technical authority in the area of employment development and training. Enlists the support and participation of court personnel to ensure that training goals are effectively met.
- Works with operations and automation personnel in developing and delivering CM/ECF training to external customers and court staff.

- Coordinates in-house and off-site training programs.
- Collects and maintains training records and employee personal credentials (i.e. college degree, professional certifications, etc.) in a database, including an ongoing list of training programs that were provided, participants, dates, sponsors/vendors, and related costs, if any. Prepares an annual report and periodic reports, as requested.
- Keeps abreast of current training trends on a national and local level and advises the court on relevant training for specific positions within the court unit.
- Audits the court's training programs to ensure that they are current and continue to meet the needs of the court and the court's employees.
- Coordinates with the Federal Judicial Center and the Administrative Office to determine the educational programs, services, and resources available to best meet local training needs.
- Draft manuals, handbooks, job aids, web content and other training materials.
- Identifies, plans, and arranges logistical support for training (i.e. meeting space, equipment, visual aids, and handouts).

*\*depending upon experience and qualifications.*

### **Required Experience**

Applicants must have a high school diploma or equivalent.

Candidates must possess at least two (2) years of specialized experience which has demonstrated the particular knowledge, skills, and abilities required to successfully perform the duties of the position. Experience in coordinating/conducting training classes to large and small groups, as well as developing presentation materials is required. The position requires excellent communication, organizational and interpersonal skills.

### **Court-Preferred Experience**

The court prefers, but does not require the following experience/qualifications: prior federal court or legal experience, college degree.

### **Conditions of Employment**

Must be a U.S. citizen, or a citizen of a country with a defense treaty with the United States, who is eligible to work in the United States. Positions with the U.S. Courts are excepted service appointments. Excepted service appointments are "at will" and can be terminated with or without cause by the Court. Federal Government Civil Service classifications/regulations do not apply. Employees will be hired provisionally pending the results of a background check. Direct deposit of pay is required. Applicants selected for interviews must travel or relocate at their own expense.

## **Benefits**

- 10 paid federal holidays per year
- 13 days paid vacation per year for first 3 years; 20 days after 3 years; 26 days after 15 years
- 13 days paid sick leave per year
- Choice of employer-subsidized federal health and life insurance plans
- Optional enrollment in Long Term Care Insurance
- Federal Employees Retirement System
- Optional enrollment in employer-matching Thrift Savings Plan (similar to a 401K plan)
- Optional enrollment in pre-tax Flexible Spending Accounts (for health care, dependent care, and commuter costs)

## **Application Procedure**

Qualified candidates may apply by sending a single pdf file containing a cover letter that includes the vacancy announcement number and a resume detailing qualifications and experience via e-mail to [deb\\_trainingspec@deb.uscourts.gov](mailto:deb_trainingspec@deb.uscourts.gov). To be considered, all applications must be received by 4:00 pm on the stated closing date.

Applicants without access to e-mail may apply via mail to the following address. Envelopes must be marked: "Personal and Confidential."

Human Resources  
United States Bankruptcy Court  
District of Delaware  
824 N. Market Street  
Wilmington, DE 19801

Due to the volume of applications received, the Court will only communicate to those individuals who will be interviewed for this position. No phone calls will be accepted. Only qualified applicants will be considered.

### **The United States Courts is an Equal Opportunity Employer.**

The Court reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to fill the position sooner than the closing date, if a closing date is shown, any of which actions may occur without prior written notice or other notice.